

NPB Exec Meeting Minutes – Tuesday August 9th, 2022

Purpose of the Meeting: Monthly Exec meeting

The meeting was called to Order: Tuesday August 9th at 7:09 PM. The meeting was a virtual meeting using an application called Zoom.

Present: Deb M., Lyle E., Gary R., Caron U., John E., Harvey H.

Regrets: Wayne O., Cecil BW., Anna E

1) MINUTES OF PREVIOUS MEETING:

Moved by Lyle, seconded by Gary that the minutes of the July 2022 meeting be adopted as circulated. Motion Passed.

2) ITEMS BROUGHT FORWARD FROM MINUTES:

3) CORRESPONDENCE:

- John E. is unable to continue, and Deb is looking for someone to take over the Correspondence duties.

4) TREASURERS REPORT: LYLE

a. Financials

Results for the Month of July 2022

- Revenue of \$3,641.66 is made up of tournament income of \$2,186.81, play session revenue of \$1,375.78, Training revenue of \$50.00 and membership fees of \$25.00
 - Tournament revenue was \$2,343.06 for Mexican Madness and (\$156.25) in refunds for the indoor tournament.
- Expenses in the month were \$1,956.62.
 - The OW gym rental was \$1,356.70 and tournament expenses were \$498.70
 - Fees \$101.22 in the month were for CourtReserve \$53.02, PBB \$43.40 and Banking Fees \$4.80

Net Profit for the month was \$1,685.04 of which \$1,688.11 related to tournaments

Results for the 3 of Months ending July 31st 2022

- Revenue of \$20,550.55 included \$13,107.89 in tournament fees, \$6,608.33 for play sessions and membership fees of \$775.00

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- Expenses for the period were \$18,552.75 which is mainly for Tournament expenses of \$11,617.16, OW gym rentals of \$6,071.83. Balls and supplies amounted to \$515 and was \$315 for balls and \$200 for retiring director gift cards. Costs for our CourtReserve, PBB and Banking Fees were \$348.76.
- Net Profit for the 3-month period was \$1,997.80
 - Tournament Status:
 - Charity Tournament – Total revenue of \$6,432.04, expenses \$32.04 and donation to UkraineAid \$6,400 Profit =\$0
 - Indoor Tournament – Total Revenue \$4,332.79, Expenses \$4,679.90, **Net Loss (\$347.11)**. All expenses have not yet been recorded and I expect we will lose \$500-\$750
 - Mexican Madness – Total Revenue \$2,343.06, Expenses 505.22, Profit \$1,837.84. Registration opened on July 1. All expenses have not been incurred yet.
- Cash in the bank is \$22,749.94 and cash in Stripe was \$337.62 for total cash of \$23,087.56

b. Membership

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Membership:	
Members in Good Standing	204
Members Suspended - not current PCO/PBBC Members	1
Subtotal	205
Members Suspended - Membership fees not paid in full	0
Total	205
Active Guest Memberships	0

c. PCO Membership

- As of July 31, 2022 there was 1 member who has not renewed their PCO membership and their membership is suspended in CourtReserve. We have been trying to contact this member to assist them but to no avail.

d. *Court Reserve*

- *The mobile app has been given a new look and feel but we can switch back to the Classic view if we wish. Lyle asked the Executive to provide any feedback from members on the look and feel of the mobile app*

e. *Pickleball Brackets*

- *Use of this has been limited to Novice play as PBB for league play is better used with a consistent group of players which is not always the case in the summer*

5). SUBCOMMITTEE REPORTS:

a. *Court Director: Gary R.*

Relief Coordinator List - Gary has developed a list of four Relief Coordinators. These members are willing to substitute for any F/T Coordinator. Gary will canvas the general membership for more relief coordinators around the time that the Fall/Winter 2022/23 sessions are published.

He asks that the F/T Coordinators contact him should they require a substitute at any time for any reason. Gary will find a substitute from the Relief Coordinator list. This shares the work/benefit, and creates a sense of inclusion, participation, ownership in the club and possibly provides a successorship avenue for the executive of the club.

All F/T Coordinators and Relief Coordinators will be informed of the substitution procedure around the time that the Fall/Winter 2022/23 sessions are published.

Action Item: Written procedures for coordinators to follow in case of absence.

Assigned to: Gary

Delivery Date: September 2022

Tentative Contract Fall/Winter Session 2022/23

Executive recommends following session booking-

Mondays, 11 - 1, starting Sept 12,

Wednesdays, 12:15 - 2:15, starting Sept 7

Thursdays 12:30 - 3:00, starting Sept 8 (League Play 3.0+)

Saturdays, 11 - 1:30, starting Sept 10

Sundays, 2:00 - 4:30 starting Sept 18 (Harvey, Deb, Caron and John E to work on ideas for this time slot)

Action Item: Brainstorm ideas of a League format for Sunday time slots

Assigned to: Harvey

Delivery Date: August 20

Action Item: Check with City Recreation Booking regarding Wed. and Thurs. booking ending earlier in March

Assigned to: Lyle

Delivery Date: September 2022

Action Item: Written procedures for coordinators in case of absence

Assigned to: Gary

Delivery Date: September 2022

Action Item: List of relief coordinators

Assigned to: Gary

Delivery Date: September 2022

b. *City Liaison:* Wayne O., Lyle E., Dave E., John D.

Action Item: Check with City in Fall - New Council - Development of Sports Hub

Assigned to: Wayne O/John D

Delivery Date: January 2023

c. *Club Ratings:* Lyle E., Deb M., Gary R., John E.

- Lyle sent out a draft of the Rating Policy recommended by the committee. All present executive members were in favor of the changes. Changes will be posted to the website.

Action Item: New policy to be posted on our website:

Assigned to: Lyle Evans

Deliver Date: August 31, 2022

d. *Software Managers:* Lyle E., Gary R., Harvey H., Wayne O.

Action Item: Managers to meet for next session on software - learning and organization of responsibilities. Wayne to accept invitation from Site123 to be a Coordinator.

Assigned to: Lyle Evans/Wayne/Gary/Harvey. (Harvey is now setup with rights on the website). Wayne has been invited as coordinator but invitation on website is pending Wayne's approval of request.

Delivery Date: No later than September/22

Action Item: Transfer authority from John Davis Account to Lyle Evans.

Re: Recent resignation

Assigned to: John Davis

Delivery Date: Completed

Action Item: Check in with Nancy S. regarding July Tournament pics and information for website

Assigned to: Deb M

Delivery Date: Completed

Pictures were gathered from a number of the players and executive, then redistributed for Lyle and Dave E to post on website and Facebook respectfully.

- e. *Youth Program: Harvey H., Deb M.*
 - Nothing to Report until the Fall
- f. *Play Session Coordinator (John E., Gary R., Caron U., Cecil BW.)*
 - A meeting will be held in the very near future to establish dates and types of sessions.

Action Item: Group to meet to establish play session format

Assigned to: John E

Delivery Date: September/22

- g. *New Member Liaison: Cecil BW.*
 - Process overview:
 1. Lyle sends welcome letter
 2. Cecil then phones new member - answering any questions/follows up on any issues they are experiencing
 3. After phone call - Cecil follows up with email and contact info.
 - Only two new members over last two months - apparently both booked with Anna/Pete for Intro. Lesson
 - New member this week has signed up and process started.
- h. *Training Director: Caron U., John E.*
 - July 15th Orientation session at Beaufort cancelled due to rain. Rescheduled July 20, 2022 - only 5 /15 players attended. Another orientation to be scheduled in near future.
 - August 26, 2022 will be next session and Caron will contact participants, and look for coaches to support

Action Item: Caron to arrange next Introduction Session, contact participants and arrange for coaches to support.

Assigned to: Caron U.

Delivery Date: Before August 26th

- i. *Ball Machine: Cecil BW.*
 - Test drove the ball machine last week - not working up to expectations. Level of consistency is not there - balls going into net and then over the fence for others. We experimented with machine settings, moved the machine to different positions - No consistency with delivery of balls. There is no doubt that the machine is a valuable tool - taking 2-3 people to run it efficiently - rotating positions.
 - CAUTION: Never walk in front of machine - machine jams and may project ball expectantly.
 - Cecil has contacted the distributor of machine of which they promptly replied with request for serial number and pictures of machine. There is

clear wear on the wheels - waiting to see what they suggest from here. Pickleball Tutor Company has responded with a method to clean and tool to be used. Cecil will be refunded for the cost of his purchases. To be retested soon.

j.

6) OLD BUSINESS

a. Mexican Madness – August 27th 2022

- Dee and Ronnie have requested for two people to assist them with the coffee and food on the day of the event.
- Need 2 volunteers or recruitments from start and through lunch to clean-up - approx. 2 pm.

Action Item: 2 Volunteers Needed - contact Sally and ask if she wouldn't mind to find two volunteers for the tournament for coffee and food.

Assigned to: Deb
Delivery Date: ASAP

b. Tournaments

- July Tournament - committee met to debrief. Nancy, Lyle, Gary and Deb in attendance
- Notes for Tournament Director/Technician have been placed on file for reference.

Action Item: Easter Seal Tournament - info. from David

Assigned to: John E. (Completed)

Delivery Date: August 9th

- John E to Dave E - just discussed it at PCBC meeting. Not on for next year at this time.

Action Item: Contact Courtenay club in pursuit of tournament check list

Assigned to: John D
Delivery Date: Sept/22

Action Item: Recruiting person of interest as tournament director

Assigned to: Executive Members
Delivery Date: Work in Progress

c. Introduction to Pickleball

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Action Item: Pursuing Parks support – Lyle/Deb to follow-up with Lee and Jeff on Parks and Rec’s interest in offering the Introduction to Pickleball Session.

Assigned to: Lyle E./Deb M.

Delivery Date: By August 9th, 2022

- Jeff of Nanaimo Parks and Rec. has contacted Lee - he is interested in an orientation for adults to be offered out of Oliver Woods through Parks.
- Lyle has sent a letter requesting for sessions to appear in Fall catalogue – We won’t heard anything back from Parks and Rec until November time frame.

d. Ball Machine - Cecil

Action Item: Lyle to update booking information on our website to change contact information from John Yim to Cecil.

Assigned to: Lyle Evans.

Delivery Date: Completed

7) NEW BUSINESS:

a. *Prepare a file with Executive Contact information*

Action Item: Supply executive members with all other executive phone numbers and email addresses.

Assigned to: Lyle Evans

Delivery Date: Complete

- b. How to make our meetings more efficient
- Agenda goes out a week in advance
 - 3 days to send personal reports back in to myself/secretary
 - notes added to agenda - agenda sent back out to Executive
 - Exec. read prior to meeting - only discussion needed on information shared.
- c. Define a NPC Mission Statement. Deb to form a committee to prepare a mission statement for Executive review.

Assigned to: Deb M.

Delivery Date: No later than October 11, 2022

8) ADJOURNMENT:

As there was no further business the meeting adjourned at 8:17 PM. The next meeting will be Tuesday, September 13th.